

## **MECHANICAL INSPECTOR**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in enforcing heating, ventilating, air-conditioning, plumbing, and/or mechanical codes adopted by the city council; and performs related work as required.

### **EXAMPLES OF DUTIES:**

1. Works in conjunction with the Administrative staff and Senior Inspectors to develop specific code interpretations for the consistency of application.
2. Prepares current reports and records from Inspections and other agencies regarding code compliance as required.
3. Prepares reports and violation notices to be used in fieldwork or legal hearings, regarding all issues related to code compliance.
4. May be required to provide testimony in Administrative Hearings, Circuit Court proceedings.
5. Maintains correspondence and other contacts with persons responsible for general contracting.
6. Assists in the review and coordination of construction documents with department Administrative staff.
7. Works with other departments to insure public safety and code compliance.
8. Participates in and reviews the adoption of new codes and ordinances as they apply to the mechanical field.
9. May assist in training Inspectors.
10. Assists in issuing permits to build.
11. Inspects mechanical work in new and existing structures for safety compliance.
12. Reports on code compliance, variations and violations, advising contractors and property owners on the needed corrections.
13. Determines when newly constructed or remodeled buildings can be approved for temporary certificates of occupancy and final certificates of occupancy.
14. Insures that all mechanical inspections have been approved and posted as appropriate in the inspection process.

15. May respond to calls from other City Departments such as Police and Fire to investigate safety concerns.
16. May be required to respond in the case of an emergency or disaster.
17. May assume interim responsibility for Senior Inspector when appointed to do so.
18. Performs related work as required.

**KNOWLEDGE AND SKILLS:**

Knowledge of building construction, including heating, ventilating, air conditioning, plumbing, sheet metal work, and/or mechanics and fire safety and of generally accepted building practices. Must know construction materials and methods and have the ability to read and comprehend construction documents. Must have a general understanding of mechanical, electrical and plumbing systems.

Skill in understanding and applying City codes and ordinances, in spotting violations and inaccurate work; in reading construction documents; and in maintaining satisfactory working relationships with contractors, property owners and the general public; understanding of all aspects of due process and code enforcement. Must have strong public relations skills. Working skill in report writing and record keeping; in using mathematics and business practices; an understanding of basic office procedures, and in dealing with the public.

**TRAINING AND EXPERIENCE:**

Completion of a High School diploma or GED and apprenticeship in the building trades; and three (3) years of experience in general mechanical work, or any equivalent combination of training and experience.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work involves frequent walking, standing, and driving; some lifting and carrying of objects of moderate weight (12 – 20 pounds) The majority of the work is conducted outside and may involve regular exposure to adverse conditions and exposure to the rough and uneven terrain found on construction sites. Some duties are performed in an office setting.

### **NECESSARY SPECIAL REQUIREMENTS**

Must meet the following minimum certification requirements, within twelve months of hire, as defined by the International Code Council:

1. Residential Mechanical Inspector Examination  
*And*
2. Commercial Mechanical Inspector Examination

Possession of a valid Illinois driver's license.

Ability to work well with the general public

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

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**Jessica L. Jones SPHR: Director of Personnel**

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**Date:**